

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 3, 1980

ALL-COUNTY LETTER NO. 80-16

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INDOCHINESE REFUGEE ASSISTANCE - CASH GRANT - CASELOAD MOVEMENT REPORT

REFERENCE:

Because of the ever increasing number of Indochinese refugees arriving in California, the corresponding increase in the number of refugees receiving public assistance, and the possibility of reduced economic support from the federal government, it has become necessary for the State of California to develop its own data sources and methods of evaluation of the Indochinese Refugee Assistance Program (IRAP). To this end, the Department of Social Services is implementing an IRAP - Cash Grant - Caseload Movement Report (Form IR 237). This report will enable the Department to better assess program regulations and policy decisions, monitor operations, detect potential program problems, and prepare fiscal projections.

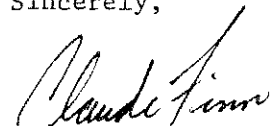
The IRAP Caseload Movement Report will be similar in format to the AFDC Caseload Movement Report (CA 237). Each line item within Part A - Application for Aid and Requests for Restoration, and Part B - Caseload, of the IRAP Caseload Movement Report (IR 237) corresponds to the line items in the AFDC Caseload Movement Report (CA 237). The IRAP report is divided into two main categories: AFDC-IRAP, those IRAP's converted to the AFDC program; and Pure IRAP, the IRAP residuals. The AFDC-IRAP category is subdivided into three classifications: FG, U, and BHI in Part B, while only BHI is separated out in Part A. The Pure IRAP category also has three classifications: Family, One-Person, and BHI in Part B, while no distinction is made between groupings in Part A.

It is important to remember that the AFDC-IRAP cases are first regular AFDC cases. Secondly, because of the special funding for the IRAP, they are also considered AFDC-IRAP cases. Therefore, those cases must continue to be reported on the AFDC Caseload Movement Report (CA 237).

This report will be implemented May 1, 1980, with the first due date of June 20, 1980. The attached instructions will be incorporated in the Statistical Reports Manual of Policy and Procedures.

Information concerning county training workshops will be released at a later date. If you have any questions regarding the form (IR 237) or the instructions, please contact Kathy Farmer or Carla Young at (916) 322-5462.

Sincerely,

A handwritten signature in cursive script, appearing to read "Claude E. Finn".

CLAUDE E. FINN
Deputy Director
Administration

cc: CWDA

Send one copy to:
 Department of Social Services
 Statistical Services Bureau
 744 P Street, M.S. 12-B1
 Sacramento, CA 95814

Indo-Chinese Refugee Assistance Program -
 Cash Grant

CASELOAD MOVEMENT REPORT

COUNTY

FOR MONTH ENDING (MONTH DAY YEAR)

**PART A. APPLICATIONS FOR AID AND
 REQUESTS FOR RESTORATION**

AFDC - IRAP

Pure IRAP

FG/U
(1)BHI
(2)

(3)

1. Pending from last month (Item 5 from last month or explain.)
2. Received during the month (Sum of a & b below.)
 - a. Applications
 - b. Requests for restoration
3. Total during the month (Sum of 1 & 2.)
4. Disposed of during the month (Sum of a, b, & c, below.)
 - a. Approved (Same as sum of 7a & 7b.)
 - b. Denied
 - c. Other dispositions (Cancellations & withdrawals.)
5. Investigation proceeding at end of the month (3 minus 4)

AFDC - IRAP

Pure IRAP

FG
(1)U
(2)BHI
(3)Family
(4)One -
person
(5)BHI
(6)**PART B. CASELOAD**

6. Cases brought forward from last month
 (Item 10 last month or explain.)
7. Cases added during month (Sum of a through e, below.)
 - a. Applications approved
 - b. Restorations
 - c. Transfers from other counties
 - d. Other transfers--in (Sum of (1) through (4), below.)
 - (1) Intraprogram status change from medically needy
 - (2) Interprogram transfer from AFDC-IRAP or Pure IRAP
 - (3) Change in aid category from FG or U or BHI segment
 - (4) Change in aid category from Family, One-person, or
 BHI segment
 - e. Other approvals
8. Total cases opening during the month (Sum of 6 and 7 above;
 also a and b, below.)
 - a. Cases receiving cash grants
 - (1) Persons in Item 8a cases
 - (2) Unaccompanied minors in 8a cases
 - b. Other cases
9. Terminated or changed in status during month
10. Cases carried forward to next month (8 minus 9)

REPORT PREPARED BY

TELEPHONE

DATE

26-213 CASELOAD MOVEMENT REPORT FOR THE INDOCHINESE REFUGEE
ASSISTANCE PROGRAM (IRAP) (Form IR 237)

26-213

26-213.01 CONTENT

26-213.01

For the IRAP, these reports provide monthly data on the movement of cases and the number of individuals who received a cash grant during the report month.

26-213.02 PURPOSE

26-213.02

The purpose of this data is: 1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and, 2) to provide data for federal reports.

26-213.03 DISTRIBUTION

26-213.03

Data from these reports are compiled into monthly summaries for use by departmental managers, the State Legislature, and other interested agencies and individuals.

26-213.04 DUE DATE

26-213.04

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the following working day. Send the reports to:

Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 12-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Bureau at (916) 322-2230 or ATSS 492-2230.

26-213.10 INSTRUCTIONS

26-213.10

26-213.20 PART A. APPLICATIONS FOR AID AND REQUESTS FOR
RESOTRATION

26-213.20

Part A summarizes intake activity during the report month with respect to applications for aid and requests for restoration as defined in Manual Section 4C-103.4.

1. Pending from last month - Enter the number of applications pending from previous month. If not the same figure as Item 5 of previous month, explain in footnote.

2. Received during the month - Enter the sum of 2a and 2b.

- 2a. Applications - For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, usually on intake form CA 1 (formerly WR 1), Application for Public Social Services. Exclude applications received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC-IRAP and Pure IRAP. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications in the appropriate column.
- 2b. Requests for Restoration - An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration in the appropriate column. Exclude requests for restorations received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC-IRAP and Pure IRAP.
3. Total during the month - Enter sum of Items 1 and 2.
4. Disposed of during the month - Enter sum of 4a, 4b, and 4c.
- 4a. Approved
Cash Grant - Enter the number of applications and restoration requests approved for cash grant. Entry must equal Item 7a plus 7b.
- 4b. Denied - Enter number of applications and restoration requests denied.
- 4c. Other Dispositions (Cancellations and Withdrawals) - Enter the number of applications and restoration requests cancelled, withdrawn, or otherwise disposed of without approval.
5. Investigation proceeding at end of month - Enter number of applications and requests for restoration pending at end of month. Entry will equal the difference between total applications and restoration requests during the month and number disposed of, Item 3 less Item 4.

6. Brought forward from last month - Entry will equal Item 10 of previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.
7. Added during month - Enter sum of Items 7a through 7e.

Note - Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC-IRAP and Pure IRAP in Item 7d and not in Item 7b. In addition, report intercounty transfers in Item 7c and not in Items 7a or 7b.

- 7a. Applications approved - Enter number of applications approved for cash grant.
- 7b. Restorations - Enter number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC-IRAP and Pure IRAP in Item 7d and not in Item 7b.
- 7c. Transfers from other counties - Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.
- 7d. Other transfers - in

1) Enter,

in column 1 the number of cases transferred to AFDC (FG) - IRAP by intraprogram status change from AFDC (MN-medically needy) - IRAP;

in column 2 the number of cases transferred to AFDC (U) - IRAP by intraprogram status change from AFDC (MN-medically needy) - IRAP;

in column 3 the number of cases transferred to AFDC (BHI) - IRAP by intraprogram status change from AFDC (MN-medically needy) - IRAP.

2) Enter,

in column 1 the number of cases transferred to AFDC (FG) - IRAP from Pure IRAP, columns 4, 5 and 6;

in column 2 the number of cases transferred to AFDC (U) - IRAP from Pure IRAP, columns 4, 5 and 6;

in column 3 the number of cases transferred to AFDC (BHI) - IRAP from Pure IRAP, columns 4, 5 and 6;

in column 4 the number of cases transferred to IRAP (Family) from AFDC - IRAP, columns 1, 2, and 3;

in column 5 the number of IRAP (one person) from AFDC - IRAP, columns 1, 2, and 3;

in column 6 the number of IRAP (BHI) from AFDC - IRAP, columns 1, 2, and 3.

3) Enter,

in column 1 the number of cases transferred to AFDC (FG) - IRAP by change in aid category from the AFDC (U or BHI) - IRAP segment;

in column 2 the number of cases transferred to AFDC (U) - IRAP by change in aid category from the AFDC (FG or BHI) - IRAP segment;

in column 3 the number of cases transferred to AFDC (BHI) - IRAP by change in aid category from the AFDC (FG or U) - IRAP segment.

4) Enter,

in column 4 the number of cases transferred to Pure IRAP (Family) by change in aid category from the Pure IRAP (one person or BHI) segment;

in column 5 the number of cases transferred to Pure IRAP (one person) by change in aid category from the Pure IRAP (family or BHI) segment;

in column 6 the number of cases transferred to Pure IRAP (BHI) by change in aid category from the Pure IRAP (family or one person) segment.

7e. Other approvals - Enter number of cases approved for reasons other than 7a through 7d, including:

- 1) To approve aid on appeal cases.
- 2) To restore aid to cases erroneously denied or discontinued.
- 3) To restore CA 7 (formerly WR 7) discontinuances where completion of new application is not deemed necessary.

- 4) To add to the number of FBU's by splitting an existing FBU.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments to Item 6.

8. Total open during month - Enter number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of 8a and 8b.

- 8a. Cases receiving cash grant - Enter in the appropriate columns the number of cases on the current month's payrolls. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

- 1) Persons in Item 8a cases - Enter the number of persons reported on the Indochinese fiscal summary documents (DFA 814 & 815 and AA 412).
- 2) Enter the number of unaccompanied minors included within Item 8a, column 6, for Pure IRAP (BHI). See manual section 69-211.

- 8b. Other cases - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:

- 1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- 2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written.
- 3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.

9. Terminated or changed in status during month - For all programs, enter the total number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfer or interprogram transfers between AFDC-IRAP and Pure IRAP. Terminations include cases in which aid was discontinued and those removed from the program or program segment for other reasons.

A case is reported in Item 9 when it ceases to be an active case in a program, program segment, or component because of termination, intercounty transfer, intraprogram status change, or interprogram transfers between AFDC-IRAP and Pure IRAP; that is any move out of any column on this report.

Include cases discontinued from a given segment by reasons of transfer to another segment; for example AFDC-IRAP to Pure IRAP or vice versa. Another example to be included would be a change in aid category; from FG, U or BHI within AFDC-IRAP or from family, one-person or BHI within Pure IRAP. Include cases (FEU's) terminated by merger with other cases.

10. Carried forward to next month - Enter the number of cases carried forward to next month, Item 8 less Item 9.

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on an item, enter "0"; do not leave any lines blank.